

**DETERMINATION AND FINDING  
FOR A SOURCE PROCUREMENT**

**AGENCY:** District of Columbia Public Schools  
Office of Bilingual Education  
**PROPOSED CONTRACTOR:** Cordell Hull Foundation for International Education  
**CONTRACT NO.** RQ850398

**FINDINGS**

**1. AUTHORIZATION:**

D.C. Code 2-354.04 and 27 DCMR, Section 1304 and 1702.

**2. MINIMUM NEED:**

The District of Columbia Public Schools (DCPS), Office of Bilingual Education, has an immediate need to procure the services of a vendor to supply J1 Visas for the Visiting Spanish Teacher Program carried out in collaboration with the Embassy of Spain.

**3. ESTIMATED COST:**

The cost is **\$40,000.00** for the date of purchase order through 9/30/14.

**3. FACTS WHICH JUSTIFY A SOLE SOURCE PROCUREMENT:**

The Office of Specialized Instruction seeks a contractor to provide J-1 (exchange visitor) visa sponsorship for international exchange visiting teachers hired to work in DCPS. By performing this service, the contractor shall allow DCPS to obtain the services of highly qualified exchange visiting teachers from foreign countries to teach in DCPS classrooms. DCPS hires international exchange visiting teachers to fill positions which are hard-to-fill through other means of domestic recruitment. Currently, DCPS participates in an international agreement for recruitment of exchange teachers with the Embassy of Spain. International visiting teachers hired through these agreements require J-1 visas to enter the United States for the purpose of working as exchange teachers.

The contractor shall be required to sponsor J-1 visas for up to 28 international exchange visiting teachers for SY 14 15. J-1 visas are renewable for up to 3 years. The current year's visas shall cover returning teachers, as well as new teachers who have been recruited to begin work in DCPS in SY 14-15.

The contractor shall be required to:

Review submitted documentation of visiting teachers to ensure compliance with J-1 visa requirements; prepare DS-2019 documents by June 15 to allow teachers to secure their visas from the American embassies in their respective countries; provide an orientation for new teachers in August 2014; complete monitoring and reporting requirements, as defined by US government, throughout the term of the DS2019.

Successful sponsorship shall mean that international visiting teachers shall be in place to assume teaching responsibilities at the beginning of the school year, and that all federal guidelines in regard to visa compliance are followed.

**CERTIFICATION BY THE DCPS PROGRAM OFFICE:**

I hereby certify that the above findings are correct and the anticipated cost to DCPS is fair and reasonable.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Elba Garcia  
Director, OBE

**CERTIFICATION AND DETERMINATION**

Based on the above certified findings in accordance cited authority, I hereby determine that it is not feasible or practical to invoke the competitive bidding process under Section 402 or 403 of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Law 18-371; DC Code 2-354 and 27 DCMR 1304 and 1702.

\_\_\_\_\_  
Date

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Glorious Bazemore  
Deputy Chief Procurement Officer, OCA